DHHS Division of Contract Management
Quick Reference Guide
Last updated March 19, 2015

Mission:

The Division of Contract Management's (DCM) primary purpose is to provide contract and RFP administrative support services for all of DHHS, enabling program staff to focus on delivering services to Maine citizens. DCM is also the gatekeeper for ensuring procurement rules, policies and best practices are followed.
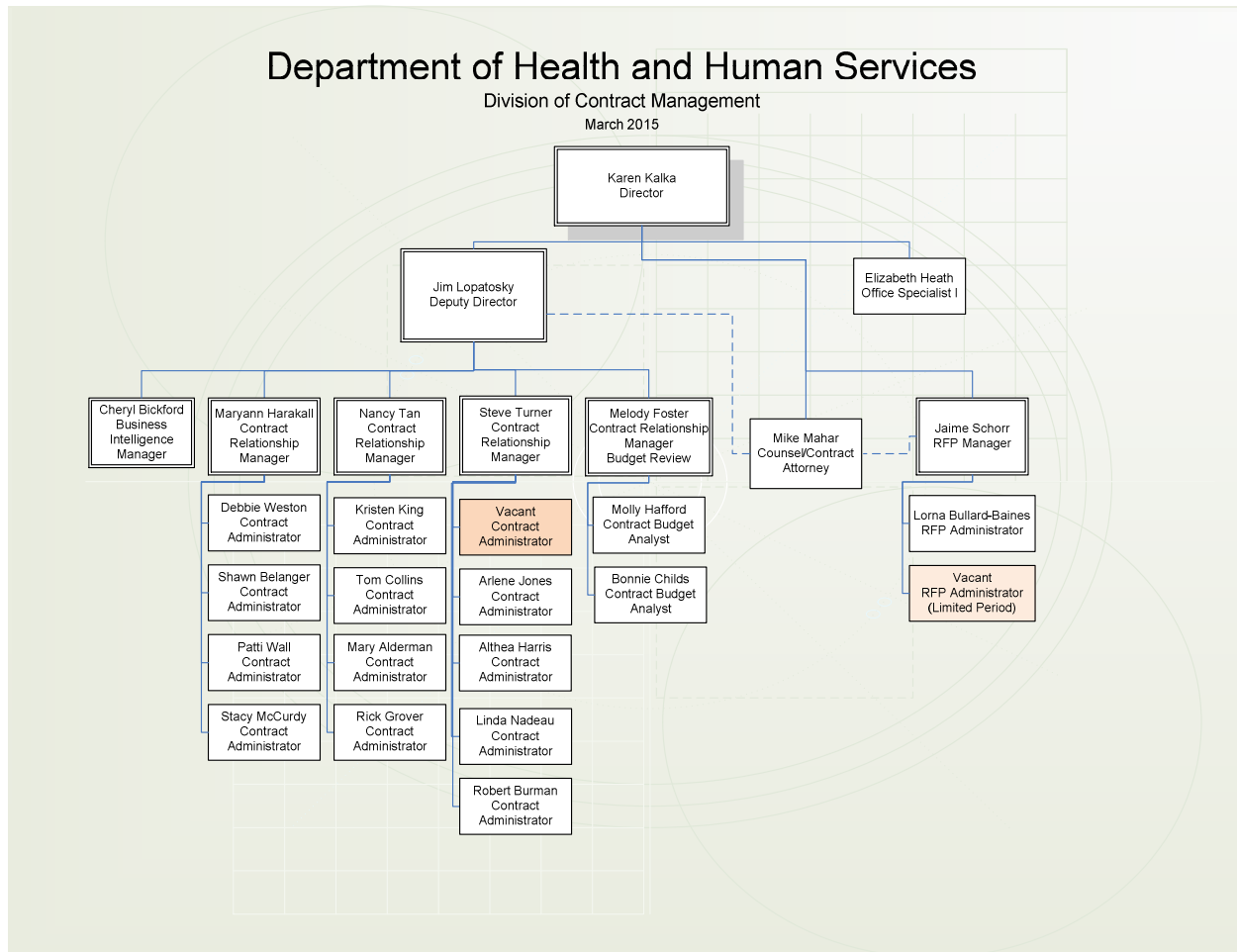
Key Roles:

Role	Description	When to Call
SPOC	Single Point of Contact: The SPOC is a staff member of the Contract Management team who is assigned to support all contracts for a provider.	- You have questions pertaining to a specific contract or provider.
PPOC	Program Point of Contact: The PPOC is a staff member of the Contract Management team who is assigned to a specific DHHS program or service within an Office. They will serve as a liaison to the Program Office staff for contract.	- You have questions pertaining to a series of contracts for a given service.
OPOC	Office Point of Contact: Each of the Contract Relationship Managers will be assigned to be a point of contact for a DHHS Office. This person will serve as a liaison for the office providing direction and support as needed.	- You have questions pertaining to contract technical support issues. - You have a group of contracts that need to be processed or amended and you are looking for the best option to streamline the process. - You have questions on contract process, compliance, or rules - You are not sure where else to turn for support within DCM.
Contract Budget Team	Contract Budget Team: This team reviews contract budgets and other financial reports for agreements supporting Direct Client Services. Email: Contract-Budgets.DHHS@maine.gov	- You have questions regarding acceptable expenses for which a provider may be reimbursed. - You have questions around the processing of contract budgets.
BI Manager	Business Intelligence Manager: The BI Manager serves as the database administrator, supporting the Contract Allocation Database.	- You need access to the Agreement Files, Allocations Database, Intranet Reports - You have questions about the Allocations Database
RFP Team	RFP Team: This team provides support and guidance for the Request for Proposal (RFP) and Request for Information (RFI) processes. Email: RFP.DHHS@maine.gov	- You have questions on how to go through the RFP or RFI process. - You have questions regarding an RFP or RFI.
Director, Deputy	Director, Deputy Director: These positions are responsible for the overall contract operations process and provide support for internal and external stakeholders.	- You are not sure where else to turn for support within DCM. - You have questions on an item that you have discussed with DCM but still are not satisfied.

Key Supporting Roles:

Role	Description
OCQI	The Office of Continuous Quality Improvement provides guidance on establishing performance metrics in a contract.
Legal Counsel	The DHHS Legal Counsel team provides guidance on crafting language in Rider A that accurately describes the services being procured, and results in a legally enforceable document.
Contract Audit	The Contract Audit Team provides guidance on what acceptable expenses are for agreements that provide Direct Client Services, according to State and Federal rules.

DCM Organizational Chart:

Department of Health and Human Services
Division of Contract Management
March 2015

Karen Kalka
Director

Jim Lopatosky
Deputy Director

Elizabeth Heath
Office Specialist I

Cheryl Bickford
Business Intelligence Manager

Maryann Harakall
Contract Relationship Manager

Nancy Tan
Contract Relationship Manager

Steve Turner
Contract Relationship Manager

Melody Foster
Contract Relationship Manager
Budget Review

Mike Mahar
Counsel/Contract Attorney

Jaime Schorr
RFP Manager

Debbie Weston
Contract Administrator

Kristen King
Contract Administrator

Vacant
Contract Administrator

Molly Hafford
Contract Budget Analyst

Lorna Bullard-Baines
RFP Administrator

Shawn Belanger
Contract Administrator

Tom Collins
Contract Administrator

Arlene Jones
Contract Administrator

Bonnie Childs
Contract Budget Analyst

Vacant
RFP Administrator
(Limited Period)

Patti Wall
Contract Administrator

Mary Alderman
Contract Administrator

Althea Harris
Contract Administrator

Stacy McCurdy
Contract Administrator

Rick Grover
Contract Administrator

Linda Nadeau
Contract Administrator

Robert Burman
Contract Administrator

Internal Roles:

Role	Description
CA	Contract Administrator: This is the person who puts the contract document together, and performs the initial reviews.
CRM	Contract Relationship Manager: These people manage and support the CAs, and perform a quality review on the agreement.

Office Point Of Contact Assignments:

Office	Assignment
Commissioner	Jim Lopatosky
DLRS	Maryann Harakall
Hospitals	Steve Turner
MCDC	Steve Turner
OADS	Jim Lopatosky
OCFS	Maryann Harakall
OFI	Maryann Harakall
OIT	Melody Foster
OMA	Nancy Tan
OMS	Steve Turner
OSAMHS	Nancy Tan

Website:
http://www.maine.gov/dhhs/contracts/